



## MEETING OF THE

# ADMINISTRATION COMMITTEE

### Main Office

818 West Seventh Street  
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Los Angeles, California  
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[www.scag.ca.gov](http://www.scag.ca.gov)

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**Orange County:** Chris Norby, Orange County • Christine Barnes, La Palma • John Brauman, Brea • Lou Bone, Tustin • Art Brown, Buena Park • Richard Chavez, Anaheim • Debbie Cook, Huntington Beach • Leslie Daigle, Newport Beach • Richard Dixon, Lake Forest • Paul Gladis, Laguna Niguel

**Riverside County:** Jeff Stone, Riverside County • Thomas Buckley, Lake Elsinore • Bonnie Flickinger, Moreno Valley • Ron Laveridge, Riverside • Greg Pettit, Cathedral City • Ron Roberts, Temecula

**San Bernardino County:** Gary Oviatt, San Bernardino County • Lawrence Dale, Barstow • Paul Eaton, Montclair • Lee Ann Garcia, Grand Terrace • Tim Jasper, Town of Apple Valley • Larry McCallion, Highland • Deborah Robertson, Rialto • Alan Wagner, Ontario

**Ventura County:** Judy Mikels, Ventura County • Glen Becerra, Sonoma Valley • Carl Montheime, San Buenaventura • Toni Young, Port Hueneme

**Orange County Transportation Authority:** Lou Correa, County of Orange

**Riverside County Transportation Commission:** Robin Love, Hemet

**Ventura County Transportation Commission:** Keith Millhouse, Moorpark

11.14.06

**Thursday, February 1, 2007**

**9:00 a.m. – 10:00 a.m.**

### SCAG Offices

**818 West 7<sup>th</sup> Street, 12<sup>th</sup> Floor  
Conference Room San Bernardino  
Los Angeles, CA 90017  
213.236.1800**

If members of the public wish to review the attachments or have any questions on any of the agenda items, please contact Carmen Summers at 213.236.1984 or [summers@scag.ca.gov](mailto:summers@scag.ca.gov)

Agendas and Minutes for the Administration Committee are also available at:

[www.scag.ca.gov/committees/ac.htm](http://www.scag.ca.gov/committees/ac.htm)

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# Administration Committee Membership

*February 2007*

*Young, Toni, **Chair***

*Washburn, Dennis, **Vice Chair***

*Port Hueneme*

*Calabasas*

*Immediate Past President*

*EEC*

<b>Member</b>	<b>Representing</b>	<b>Affiliation</b>
Aldinger, Jim	Manhattan Beach	SBCCOG
Baldwin, Harry	San Gabriel	TCC
Becerra, Glen	Simi Valley	Ventura County
Bowlen, Paul	Cerritos	CEHD
Burke, Yvonne	Los Angeles	President
Clark, Margaret	Rosemead	EEC
Dixon, Richard	Lake Forest	Officer
Edney, Jon	El Centro	CEHD
Loveridge, Ronald	Riverside	Riverside County
Lowenthal, Bonnie	Long Beach	TCC
Masiel, Andrew	Pechanga Band of Luiseno Mission Indians	Appointed
McCallon, Larry	Highland	Appointed
Nowatka, Paul	Torrance	Appointed
O'Connor, Pam	Santa Monica	Appointed
Ovitt, Gary	San Bernardino	Officer
Parks, Bernard	Los Angeles	Appointed
Pettis, Greg	Cathedral City	CVAG
Roberts, Ron	Temecula	WRCOG
Wapner, Alan	Ontario	SANBAG

# ADMINISTRATION COMMITTEE

## AGENDA

*"Any item listed on the agenda (action or information) may be acted upon at the discretion of the Committee."*

PAGE #

TIME

1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE

Hon. Toni Young,  
Chair

2.0 PUBLIC COMMENT PERIOD

Members of the public desiring to speak on an agenda item or items not on the agenda, but within the purview of the Committee, must fill out and present a speaker's card to the Assistant prior to speaking. A speaker's card must be turned in before the meeting is called to order. Comments will be limited to three minutes. The chair may limit the total time for all comments to twenty (20) minutes.

3.0 REVIEW and PRIORITIZE AGENDA ITEMS

4.0 CONSENT CALENDAR

4.1 Approval Item

4.1.1 Minutes of January 4, 2007 1

Attachment

4.1.2 Contract Amendments Over \$75,000 6

Attachment

4.1.3 Approval to Add Funds to Sole Source 9

Contract with Lindell L. Marsh

Attachment

4.1.4 10<sup>th</sup> Annual Regional Economic 11

Forecast Conference

Attachment

4.2 Receive and File

4.2.1 Contracts/Purchase Orders \$5,000 to \$250,000 12

and MOUs Between \$5,000 to \$250,000

Attachment

# ADMINISTRATION COMMITTEE

## AGENDA

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			PAGE #	TIME
5.0	<b><u>ACTION ITEMS</u></b>			
5.1	<u>FY 06 Comprehensive Annual Financial Report Attachment</u>	Wayne Moore, CFO	27	10 minutes
5.2	<u>Structure of Meeting Day Attachment</u>	Mark Pisano, Executive Director	28	30 minutes
6.0	<b><u>INFORMATION ITEMS</u></b>			
6.1	<u>Number of Proposals Received in Response to SCAG Solicitations Attachment</u>	Wayne Moore, CFO	33	5 minutes
6.2	<u>CFO Monthly Financial Report for December 6, 2006 Attachment</u>	Wayne Moore, CFO	35	5 minutes
7.0	<b><u>FUTURE AGENDA ITEMS</u></b>			
	Any Committee members or staff desiring to place items on a future agenda may make such request.			
8.0	<b><u>ANNOUNCEMENTS</u></b>			
9.0	<b><u>ADJOURNMENT</u></b>			

The next meeting of the Administration Committee will be held on Thursday, March 1, 2007 in the SCAG offices in downtown Los Angeles.

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SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS  
ADMINISTRATION COMMITTEE

January 4, 2007

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**MINUTES**

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**THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. DUE TO TECHNICAL DIFFICULTIES AN AUDIO CASSETTE TAPE OF THE ACTUAL MEETING IS NOT AVAILABLE FOR LISTENING.**

The Administration Committee held its meeting at SCAG Offices, Downtown, Los Angeles, CA. The meeting was called to order by Dennis Washburn, Vice Chair, Calabasas. There was a quorum.

**Members Present**

Aldinger, Jim	City of Manhattan Beach
Baldwin, Harry	City of San Gabriel
Bowlen, Paul	City of Cerritos
Clark, Margaret	City of Rosemead
Dixon, Richard	City of Lake Forest
Edney, Jon	City of El Centro
McCallon, Larry	City Highland
Nowatka, Paul	City of Torrance
Parks, Bernard	City of Los Angeles
Roberts, Ron	City of Temecula
Wapner, Alan	City of Ontario
Washburn, Dennis ( <b>Vice Chair</b> )	City of Calabasas

**Members Not Present**

Becerra, Glenn	City of Simi Valley
Loveridge, Ronald	City of Riverside
Lowenthal, Bonnie	City of Long Beach
Masiel, Andrew	Pechanga Band of Luiseno Mission Indians
O'Connor, Pam	City of Santa Monica
Ovitt, Gary	County of San Bernardino
Pettis, Greg	City of Cathedral City
Young, Toni ( <b>Chair</b> )	City of Port Hueneme

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SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS  
ADMINISTRATION COMMITTEE  
January 4, 2007

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**MINUTES**

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**1.0 CALL TO ORDER & PLEDGE OF ALLEGIENCE**

Hon. Dennis Washburn, Vice Chair, Calabasas, called the meeting to order at 9:10 a.m.

**2.0 PUBLIC COMMENT PERIOD**

None.

**3.0 REVIEW and PRIORITIZE AGENDA ITEMS**

Items 4.2.1 and 4.2.2 were pulled for discussion.

**4.0 CONSENT CALENDAR**

**4.1 Approval Item**

4.1.1 Minutes of December 14, 2006 Meeting

4.1.2 Resolution 07-482-1 Authorizing SCAG to Accept Blueprint Planning Grant Funds

4.1.3 Use of SCAG Logo for Caltrans Transit

Motion was made (Nowatka) to approve the Consent Calendar; excluding Items 4.2.1 and 4.2.2. Motion was seconded (Bowlen) and unanimously approved.

**4.2 Receive and File**

4.2.1 Purchase Orders/Contracts \$5,000 to \$250,000 and MOUs Between \$5,000 to \$250,000

The Committee asked why a large number of contracts only had one or two bidders. Wayne Moore, CFO, explained the bidding process used to award a contract and the small number of firms qualified to bid on SCAG projects.

Motion was made (Pettis) to receive and file Item 4.2.1. Motion was seconded (McCallon) and unanimously approved.

4.2.2 FY 06 Comprehensive Annual Financial Report

Wayne Moore, CFO, provided the Committee with a brief summary of actions taken by staff and the external auditors to date. The Committee requested a presentation and further discussion at the next Regional Council meeting.

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SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS  
ADMINISTRATION COMMITTEE

January 4, 2007

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**MINUTES**

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Motion was made (Pettis) to receive and file Item 4.2.2. Motion was seconded (Bowlen) and unanimously approved.

**5.0     ACTION ITEMS**

**5.1     Sponsorship of the 2007 California Delegation Reception**

Don Rhodes, SCAG Staff, provided a review of the activities planned for this year's trip and possible participants.

Motion was made (Edney) to approve the sponsorship Motion was seconded (Ovitt) and unanimously approved. Clark abstained.

**5.2     Regional Council Day Activities/Upcoming Issues Workshop**

Mark Pisano, Executive Director, provided the Committee with background on the formation of the Policy Committees previous schedule. In addition he addressed a request made by the Committee to review the schedule and structure of the Policy Committee and Regional Council meetings. The Committee discussed the possibility of taking these types of actions:

- Notice meeting start times to begin immediately following the conclusion of a previous meeting.
- Separate meeting days for the Policy Committee and Regional Council (2 day format) or bi-monthly meetings
- Policy Committee Meetings to address special and specific policy issues; the Regional Council would address all other issues
- Review the governance of agendas to avoid duplication of issues
- Hold a workshop to discuss the governance and bylaws

Items in progress:

- Annual Calendar of Issues and Events
- Operating Procedures regarding Committee meetings
- Executive Director approval to reschedule or cancel Committee meetings

No action was taken; feedback provided.

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SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS  
ADMINISTRATION COMMITTEE

January 4, 2007

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**MINUTES**

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**6.0    INFORMATION ITEMS**

**6.1    CFO Monthly Financial Reports for November/December 2006**

Wayne Moore, CFO, reported:

***The Accounting Division initiated the following improvement projects:***

- Treasury Operations
- Investigation of Alternative Payroll Processing Services
- Exploring Our Options with Respect to SAP
- The Audit Committee will receive additional analysis of GASB 45
- The Comprehensive Annual Financial Report (CAFR) was distributed in December 2006
- Submitted an Application to the GFOA for the Certificate of Achievement for Excellence in Financial Reporting for the FY06 CAFR.

***Budget and Grants:***

- Amendment #2 for the FY07 OWP was approved by Caltrans and submitted to FHWA for final authorization; Amendment #3 is scheduled for late January
- Finalized the Blueprint Planning Grant resolution authorizing the new grant award
- Completed compilation of the FY 07-08 OWP draft submittals

***Contracts:***

- Executed a Notice to Proceed for five contracts, two Contract Amendments, three Continuing Cooperative Agreements, one Amendment for the Subregions, and posted six RFPs
- Began the transition of Purchasing activities from the Business Operations Division for the multiyear Photo Copier and the Records Retention Implementation Project

**7.0    FUTURE AGENDA ITEMS**

**8.0    ANNOUNCEMENTS**



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SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS  
ADMINISTRATION COMMITTEE

January 4, 2007

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MINUTES

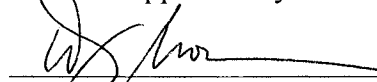
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9.0 ADJOURNMENT

Hon. Dennis Washburn, Vice Chair, adjourned the meeting at 10:00 a.m.

The next meeting will be held at the Downtown Los Angeles SCAG offices on Thursday, February 1, 2007.

Minutes Approved by:



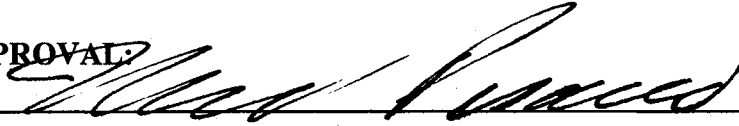
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Wayne Moore, Chief Financial Officer  
Staff to the Administration Committee

# REPORT

**DATE:** February 1, 2007  
**TO:** Administration Committee  
Regional Council  
**FROM:** Wayne Moore, Chief Financial Officer, (213) 236-1804, moore@scag.ca.gov  
**SUBJECT:** Approval of Contract Amendment(s) Over \$75,000

**EXECUTIVE DIRECTOR'S APPROVAL:**



## RECOMMENDED ACTION:

Approve

## BACKGROUND:

System Metrics Group \$336,850  
Additional Tasks for the Update of the RTP

## FISCAL IMPACT:

The Work Element Numbers for this project are listed on the attached detail page for each contract. Included is the Work Element and category of funding, for example FHWA, FTA, indirect.

**If a member believes or has a reason to believe that he or she has a financial interest in any of the firms listed on this Report, the member should consult with SCAG Legal Counsel.**

Reviewed by:

  
Chief Financial Officer

## CONSULTANT CONTRACT AMENDMENT

**Consultant:**

System Metrics Group (SMG)

**Scope:**

System Metrics Group (SMG) was awarded Contract No. 06-017-C1 to provide technical support to update the Regional Transportation plan (RTP). SMG is performing technical work associated with the RTP related to multi-modal alternatives evaluation, updating performance measures, revenue forecasting and innovative financing, as well as assessing goods movement strategies.

The purpose of this amendment is to augment the existing scope of work associated with this contract in four major areas. First, augment the work related to aviation to complete the Airport Ground Access element of the RTP. Second, provide additional technical support to complete the SAFETEA-LU Gap Analysis to ensure compliance of the existing as well as updated RTP. Third, evaluate 'value capture' financing of the Goldline Foothill Extension project. And, fourth, evaluate high speed rail technology as a potential solution to the port related freight and goods movement issues.

**Contract Amount:**

This amendment is for	\$ 336,850
Original contract is for	\$1,219,635
<b>Total contract value is not to exceed</b>	<b>\$1,556,485</b>

(This amendment is within the 30% limitation)

**Contract Period:**

December 22, 2005 through June 30, 2008

**Work Element:**

**Existing Contract:**

06-010.SCGC1 -	\$150,000
06-015.SCGC1 -	\$ 85,000
06-015.SCGC2 -	\$115,000
07-010.SCGC1 -	\$300,000
07-015.SCGC1 -	\$130,000
06-015.SCGC1.2 -	\$ 5,000
07-015.SCGC2 -	\$ 9,635
07-015.SCGC2.2 -	\$235,000
FY 07/08 -	\$190,000

Original Budget Total: \$1,219,635 (Funding source: SP&R)

**Additional Budget Proposed:**

07-015.SCGC2 -	\$ 25,000
07-015.SCGC3 -	\$ 75,000
06-285.SCGC3 -	\$120,000
07-060.SCGC2 -	\$ 50,000

FY 07/08 - \$ 66,850  
Additional Budget Proposed: \$336,850

**Request for Proposal:**

Not applicable

**Selection Process:**

Not applicable

**Basis for Selection:**

The SMG team is currently under contract to provide technical support services for the update of the current RTP. The RTP Update is one of SCAG's mandated activities that must be performed on a 4-year cycle. Under this contract, System Metrics Group has thus far, updated the transportation system performance measures, associated goals and objectives, began the process of evaluating existing system performance conditions, baseline revenue forecast, preliminary aviation demand forecast adjustments associated with the RTP, and assessment of goods movement performance measures.

This amendment will augment the work that has been completed thus far as well as work that will be completed pursuant to the original scope of work. The need for this additional work came about due to circumstances that were unforeseen at the time original contract was executed. First, the extent of the additional work related to identifying and assessing ground access improvements associated with the regional aviation plan was not fully known. Second, additional planning requirements promulgated through SAFETEA-LU were not issued at the time the original contract was awarded. Additional planning and technical work is necessary to ensure full compliance of the current RTP as well as the Updated RTP with the requirements of SAFETEA-LU. Third, additional work required to assess the value capture potential of the Goldline Foothill Extension project was not considered in the original scope. Fourth, additional work needed to evaluate new high speed rail technology and potential funding mechanisms would add value and strengthen the RTP Update work.

Staff proposes amending the existing contract with SMG to accomplish these new tasks as all of these tasks are directly linked to the RTP Update. The SMG team has done an excellent job thus far and they will be able to hit the ground running with these new tasks, as opposed to bringing in new consultants who would have to go through a learning curve. Furthermore, time needed to go through a new procurement process would result in a delay in completing these tasks so as to negatively impact the timeline for completion of the RTP Update.

# REPORT

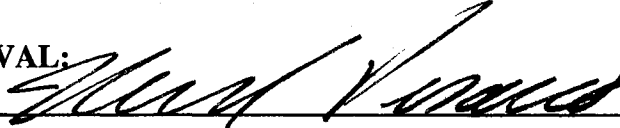
**DATE:** February 1, 2007

**TO:** Administration Committee

**FROM:** Hasan Ikhata, Director of Planning and Policy, ext. 944, ikhrata@scag.ca.gov

**SUBJECT:** Approval to Add Funds to Sole Source Contract with Lindell L. Marsh

**EXECUTIVE DIRECTOR'S APPROVAL:**



## RECOMMENDED ACTION:

Approve funding of \$30,000 to be added to the current contract with Lindell L. Marsh, Attorney at Law, for his support for Federal, State, and Local Collaboration on Goods Movement.

## BACKGROUND:

At the January 12<sup>th</sup> Regional CEO's meeting, the executive directors agreed to continue Lindell L. Marsh's contract in support for Federal, State, and Local Collaboration on Goods Movement. This is a joint program aimed at executing a Southern California National Freight Gateway MOU with all the key federal, state and local agencies. SCAG was requested to administer the contract on behalf of the county transportation commissions.

The RC approved a Sole Source contract (information item October 5, 2006) for Lindell L. Marsh, Attorney at Law, for support for Federal, State, and Local Collaboration on Goods Movement. Lindell L. Marsh is a sole proprietor providing professional services to coordinate collaboration on Goods Movement issues. Mr. Marsh was selected for a sole source contract due to him being the originator of the MOU approach and having laid the groundwork for improved collaboration. Mr. Marsh has a strong understanding of the laws, regulations, and institutions comprising our fragmented system of governance (e.g., as reflected in NEPA, CEQA, Environmental Laws and Regulations, FACA, various Executive Orders, etc.). He has an understanding of the practices and working relationships with the public agencies. He has a working knowledge of the underlying substantive concerns (e.g., concerns that are related to economics and projects, the environment and communities). Furthermore, Lindell L. Marsh has a sense of the practice of group innovation (how to assist the group of fragmented organizations and interests involved to collaboratively innovate).

A Notice to Proceed for Contract 07-027-C1 was issued on September 14, 2006 with completion on June 27, 2007 for the total amount of \$35,000. The contract is jointly funded by MTA, OCTA, RCTC, SANBAG, and VCTC that contributed \$5,000 each, and SCAG that contributed \$10,000.

Lindell L. Marsh has performed well thus far in coordinating with the various stakeholders and funding partners on Goods Movement issues and has formulated a MOU. However, the task of executing the MOU remains. Consequently, SCAG on behalf of its funding partners seek to continue Lindell L. Marsh's efforts on a sole source basis with additional funding of approximately \$30,000.

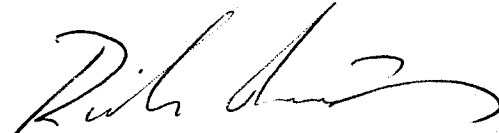
# REPORT

Although addition of these funds will essentially double the amount of the current contract, it is the recommended course of action in order to expedite the process, allow for administrative efficiency, and seamless continuation of the same level of effort type service being performed by Mr. Marsh.

## FISCAL IMPACT:

Minimal. The various funding partners have committed to \$5,000 each for a total of \$30,000.

Reviewed by:

  
Division Manager

Reviewed by:

  
Department Director

Reviewed by:

  
Chief Financial Officer

# REPORT

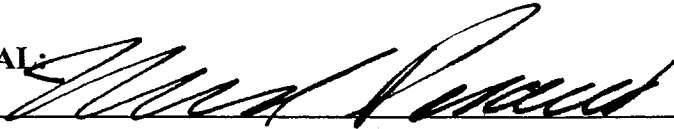
**DATE:** February 1, 2007

**TO:** Administration Committee  
Regional Council

**FROM:** Barbara Dove, Government Affairs, 213 236-1861, [dove@scag.ca.gov](mailto:dove@scag.ca.gov)

**SUBJECT:** 10<sup>th</sup> Annual Regional Economic Forecast Conference

**EXECUTIVE DIRECTOR'S APPROVAL:**



**RECOMMENDED ACTION:**

Authorize \$8,200 from the General Fund for the FY 2006-2007 Economic Conference.

**BACKGROUND:**

SCAG will present the 10<sup>th</sup> Annual Regional Economic Forecast Conference on Friday, March 9<sup>th</sup> at the Ontario Convention Center. As in past years, the latest economic forecast information for the SCAG region will be presented by local economic experts. Event details will be available on SCAG's website and Members will be encouraged to register online.

Historically, this conference is funded with a combination of sponsorship donations, registration fees, and Regional Council (RC) approved General Fund (GF) support. The total conference cost is approximately \$45,000 and includes meeting room rental, printing, postage and other related meeting costs for an estimated 120-150 attendees. In the current year GF budget, \$10,000 has been approved by the RC for this activity. To additionally help fund this important activity, staff seeks authority to use the \$8,200 from the FY 2005-2006 General Fund balance. This amount remains from last year's very successful 9<sup>th</sup> Annual Conference which was held at Santa Anita Park in Arcadia. Sponsorships and registration fees will fund the balance of the FY 2006-2007 conference costs.

**FISCAL IMPACT:**

\$8,200 from the General Fund will be used to fund the FY 2006-2007 Regional Economic Conference.

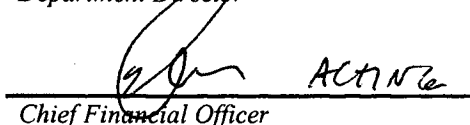
Reviewed by:

  
Division Manager

Reviewed by:

  
Department Director

Reviewed by:

  
Chief Financial Officer

# MEMO

**DATE:** February 1, 2007

**TO:** Administration Committee  
Regional Council

**FROM:** Wayne Moore, Chief Financial Officer, (213) 236-1804, moore@scag.ca.gov

**SUBJECT:** Contracts and Purchase Orders between \$5,000 - \$250,000

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## RECOMMENDED ACTION:

Information Only

## BACKGROUND:

### SCAG executed the following Contract(s) between \$5,000 and \$250,000

- Civic Resources Group \$ 49,950  
IGR Application Improvement
- Iteris, Inc, dba Meyer, Mohaddes Associates \$124,967  
Parking and Smart Growth Study
- Katz, Okitsu & Associates \$200,049  
IVAG Long Range Transportation Plan Update
- Sharon Greene and Associates \$ 99,780  
Ventura/Santa Barbara Rail Study
- Wilbur Smith Associates \$ 54,868  
Imperial Valley Regional Transportation Impact Fee Study

### SCAG executed the following Purchase Order(s) between \$5,000 and \$250,000

- Katherine J. Edwards, Esq. \$25,000.00  
Legal Services for Human Resources Department
- Latitude Geographics \$ 6,560.00  
Assistance to modify the Geocortex web based mapping software
- SAP Software License Renewal \$28,759.14  
Annual License Renewal



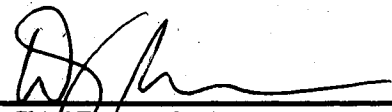
# MEMO

- Southern California Leadership Network \$10,500.00  
2006 Leadership Tuition for Hon. Keith Hanks and Joan Tsao
- Staples Inc. \$10,000.00  
Additional Office Supplies as needed
- Tele Atlas North America, Inc. \$41,425.00  
License Agreement
- University of Southern California \$49,985.00  
Leadership Development and Training Services for Regional Council

## FISCAL IMPACT:

None. Funding is available.

Reviewed by:

  
\_\_\_\_\_  
Chief Financial Officer

## **CONSULTANT CONTRACT**

**Consultant:**

Civic Resources Group

**Scope:**

The region covered by the Southern California Association of Governments, known as the SCAG Region, includes the counties of Imperial, Los Angeles, Orange, Riverside, San Bernardino, and Ventura. One of our mandated requirements is that we serve as the clearinghouse for the review of Environmental Impact Reports and other environmental documents.

The purpose of this consultant contract is to enhance the functionality and flexibility of the existing Intergovernmental Review application. This project will explore and enhance the application to better utilize the data being collected from environmental documents. The application will be enhanced to provide for data entry and retrieval through the Internet. The application will also be enhanced to provide easier access to the data by stakeholder including the Community Development staff which will utilize the information in the preparation of regional growth forecasts and small area distribution of growth. Also the Monitoring Program will use the information collected to better assess the implementation of regional goals related to the 2% Strategy.

The Consultant will take the existing software and corresponding source code and make the necessary improvements that have been identified by a core group of stakeholders.

**Contract Amount:**

<b>Total not to exceed</b>	<b>\$49,950</b>
Civic Resources Group (prime)	\$49,950

**Contract Period:**

December 11, 2006 through June 30, 2007

**Work Element:**

07-040.SCGC	\$49,950	Funding Sources: Consolidated Planning Grant – FHWA & FTA
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**Request for Proposal:**

SCAG staff notified 308 pre-qualified firms of the release of RFP No. 07-048. The RFP was also advertised in the Planning Magazine's website, and posted on SCAG's bid management system. A total of 24 firms downloaded the RFP. The following four proposals were received in response to the solicitation:

Carter Burgess Corporation (no subcontractors)	\$49,897
Civic Resources Group (no subcontractors)	\$49,950
Nobel Systems, Inc. (no subcontractors)	\$49,740
UCLA (no subcontractors)	\$50,000

**Selection Process:**

The Proposal Review Committee (PRC) evaluated all four proposals in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. Interviews were held with all four offerors.

The PRC was comprised of the following individuals:

Laverne Jones, Planning Technician, SCAG  
Javier Minjares, Info. Management Specialist, SCAG  
Jonathan Raymond, Programmer Analyst, SCAG  
Victor Ryden, Acting Manager IT, SCAG

**Basis for Selection:**

The PRC committee recommends Civic Resources Group for the contract award because of the firm's unique qualifications to fulfill the requirements of the project. Civic Resources Group is willing and able to meet the highly demanding requirements of this project within a very limited five month time frame. They are committed to performing the necessary application enhancements and complete testing and installation by the end of May, 2007. They will be able to do this since they have extensive programming experience using the same programming language in which the original application was developed. The programming work will be entirely consistent with Best Practices for application development.

Civic Resources Group has performed a considerable amount of work for similar applications in the SCAG Region. They are very knowledgeable about key IGR issues and requirements. Civic Resources Group has successfully performed work for SCAG on the evaluation of the SCAG web site and the implementation of SCAG's Information Technology upgrade. They are qualified to fulfill the overall objective of this project.

## CONSULTANT CONTRACT

**Consultant**

Iteris, Inc., dba Meyer, Mohaddes Associates

**Scope:**

The City of Los Angeles is seeking urban infill and mixed use strategies to implement smart growth principles consistent with the SCAG growth visioning (Compass) program. In this study, a Parking and Smart Growth Study of 121 city operated sites will be conducted. The objective is to develop a data base about the facilities and a set of indicators that can be used to evaluate and rank the smart growth potential for each site. In this context, a multi-faceted array of criteria will be used to address the value of the sites, in terms of economic return, tax base enhancement, public financing and regional transportation value. The results of these steps will lead to the evaluation of market potential and categorization of these sites in terms of value for parking, infill development, shared parking and proximity to transit. The goal is to identify a small number of sites with high development potential and regional benefit, and prepare a next steps implementation plan for these selected sites. The defined strategies will be aligned with Compass Blueprint goals, an asset management strategy and transferable templates for determining site potential blending transportation and urban design principles. A minimum of three specific sites will be identified for more tailored and intensive development potential analysis.

**Contract Amount:**

<b>Total not to exceed</b>	<b>\$124,967</b>
Iteris, Inc. dba Meyer, Mohaddes Associates (prime)	\$56,957
Banerjee Associates(subcontractor)	\$20,700
Judith Steele, Ph.D. (subcontractor)	\$13,500
Madrid Consulting Group (subcontractor)	\$22,050
Metcalf Associates (subcontractor)	\$11,760

**Contract Period:**

November 29, 2006 through October 31, 2007

**Work Element:**

07-065.CLAC1    \$124,967    Funding Sources: Consolidated  
Planning Grant & FTA

**Request for Proposal:**

A bid alert notice for RFP 07-036 was emailed to 318 consultants, and the RFP was posted on The Urban Transportation Monitor's website (lawleypublications.com), American Planning Association's website, and SCAG's bid management system. A total of 67 firms downloaded the RFP. The following consultant(s) responded to the RFP:

Iteris, Inc., dba Meyer, Mohaddes Associates	\$124,967
Solimar Research Group, Inc.	\$124,523
Strategic Economics	\$124,427
Wilbur Smith Associates, Inc.	\$124,983

**Selection Process:**

The Proposal Review Committee (PRC) evaluated all four proposals in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. Interviews were held with all four offerors.

The PRC was comprised of the following individuals:

Claire Bowin, Planning Assistant, City of Los Angeles DOT

Joseph Carreras, Program Manager II, SCAG

Miles Mitchell, Sr. Management Analyst, City of Los Angeles DOT

**Basis for Selection:**

The PRC recommends Iteris, Inc., dba Meyer, Mohaddes Associates for the contract award because of the firm's unique qualifications to fulfill the requirements of the project. The Consultant is willing and able to meet the highly demanding requirements of this project within a very limited budget. Moreover, the Consultant's team consists of an outstanding group of experts in transportation planning, real estate analysis, and land use, bringing in extensive knowledge, experience, and familiarity with local planning issues.

Iteris, Inc., dba Meyer, Mohaddes Associates presented a comprehensive methodology for selecting sites to be evaluated for the study. Their approach recognizes stakeholder needs and will apply that to find the most suitable sites for preservation, mixed use, or potential development. Their methodology approach uniquely will focus on fiscal and political feasibility for the six top evaluation sites. The Consultant also proposes "transferable templates" for analysis correlations that can be applied elsewhere. Iteris, Inc., dba Meyer, Mohaddes Associates was also the only respondent to present a "fast track" schedule for completion of the project.

## CONSULTANT CONTRACT

**Consultant:** Katz, Okitsu & Associates.

**Scope:** The Consultant will update the IVAG Long Range Transportation Plan, a long-range planning document that identifies future transportation system needs and deficiencies, along with proposed transportation system improvements and a financial plan to implement the improvements. The Plan was last updated for Imperial County in 2002, and must be updated now for input to SCAG's upcoming 2008 Regional Transportation Plan. The Consultant will utilize transportation data including model output to assess existing and future baseline conditions; solicit public input by conducting outreach workshops; identify and evaluate alternative future transportation projects; identify project costs and develop a financial plan; and develop a prioritized, phased listing of transportation projects.

<b>Contract Amount:</b>	<b>Total not to exceed</b>	<b>\$200,049</b>
	Katz, Okitsu & Associates	\$200,049

**Contract Period:** Notice to Proceed through December 31, 2007

<b>Work Element:</b>	07-010.IVGC1	\$150,000	Funding Sources: Consolidated Planning Grant – FHWA & FTA
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	XX-XXX.XXXX	\$50,049	Funding Source: Consolidated Planning Grant – subject to approval of SCAG's FY 07-08 budget
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**Request for Proposal:** A bid alert notice for RFP 07-059 was emailed to 447 Consultants, and the RFP was posted on The Urban Transportation Monitor's website (lawleypublications.com), American Planning Association's website, and SCAG's bid management system. A total of 50 firms downloaded the RFP. The following Consultant(s) responded to the RFP:

Katz, Okitsu & Associates (no subcontractor)	\$200,049
URS Corporation (1 subcontractor)	\$204,876

**Selection Process:** The Proposal Review Committee (PRC) evaluated the two proposals in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. Interviews were held with both offerors.

The PRC comprised the following individuals:

Frank Fiorenza, Deputy Director of Engineering, Imperial County  
Jurg Heuberger, Planning & Dev. Services Director, Imperial County  
Beth Landrum, Associate Transportation Planner, Caltrans District 11  
Philip Law, Corridors Program Manager, SCAG  
Rosa Lopez-Solis, Administrative Analyst, IVAG

**Basis for Selection:**

The PRC recommends Katz, Okitsu & Associates for the contract award because of their comprehensive and distinctive responses to the interview questions, and because they demonstrated a unique insight into the transportation issues and needs of Imperial County. Additionally, Katz, Okitsu & Associates demonstrated thorough and detailed knowledge of the technical issues associated with developing and updating a countywide long-range transportation plan, as well as an insightful consideration of the public outreach component of the project and its importance to the overall success of the study effort. The PRC was also impressed with the qualifications and past experience of the Principal assigned to the project. Katz, Okitsu & Associates received the higher evaluation scores of the two offerors.

## CONSULTANT CONTRACT

**Consultant:**

Sharon Greene & Associates

**Scope:**

The region covered by the Southern California Association of Governments, known as the SCAG Region, includes the counties of Los Angeles, Orange, Riverside, San Bernardino, Ventura and Imperial. Santa Barbara County Association of Governments, known as SBCAG, is the MPO for the region to the North of SCAG. Metrolink is the operator of commuter rail services in the SCAG Region, and Caltrans operates intercity rail corridor service in the LOSSAN corridor between the SCAG region and the SBCAG. There has been interest expressed by SBCAG in operating commuter/local rail passenger service between the SCAG region and the Santa Barbara area to relieve growing traffic congestion on US 101 corridor, and to allow reverse commute access from Ventura County to and from jobs in Santa Barbara. These proposed services have been the subject of extensive technical analysis of operational and capital needs in Caltrans LOSSAN North Study.

The purpose of this study is to explore the institutional and financial issues raised in providing commuter and/or interregional local rail passenger services in the Ventura Santa Barbara Corridor. The study will review the existing services, plans for new service, assess financial impacts, and provide for a facilitated institutional dialogue on how to deal with such issues, if such services are to be provided.

The Consultant will develop a matrix of alternatives, costs, and institutional issues. The consultant will then identify institutional and financial barriers and trade offs and conduct institutional outreach to develop a consensus on a recommended set of steps on approaches to meet the growing needs in this corridor.

**Contract Amount:**

<b>Total not to exceed</b>	<b>\$99,780</b>
Sharon Greene & Associates (prime)	\$47,829
InfraConsult (subcontractor)	\$ 7,020
Parsons Brinckerhoff (subcontractor)	\$44,931

**Contract Period:**

January 4, 2007 through August 31, 2007

**Work Element:**

06-140.SCGC1	\$99,780	Funding Sources: Consolidated Planning Grant – FHWA and TDA
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**Request for Proposal:**

SCAG staff notified 439 pre-qualified firms of the release of RFP No. 06-059. The RFP was also advertised on Lawley Publications' website, the American Planning Association's website, and posted on SCAG's bid management system. A total of 66 firms downloaded the RFP. The following two proposals were received in response to the solicitation:



RL Banks (2 subcontractors)	\$99,910.97
Sharon Greene and Associates (2 subcontractors)	\$99,780.00

**Selection Process:**

The Proposal Review Committee (PRC) evaluated both proposals in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. Interviews were held with both offerors.

The PRC was comprised of the following individuals:

Lea M. Simpson, Rail Transportation Manager, Caltrans  
 Mary Travis, Manager Rail and Regional Projects, VCTC  
 Michael G. Powers, Deputy Director, SBCAG  
 Bob Huddy, Transportation Program Manager, SCAG

**Basis for Selection:**

The PRC committee recommends Sharon Greene & Associates for the contract award because of the firm's overall qualifications to fulfill the requirements of the project. Sharon Greene & Associates is willing and able to meet the requirements of this project within a very limited budget.

Sharon Greene & Associates has a proven track record of performing rail commuter and corridor analysis, including complex studies on technical and policy tradeoffs associated with similar projects. The team put together by Sharon Greene and Associates is able to assemble the critical inputs from the ongoing and previous studies in the corridor.

Sharon Greene & Associates also has a strong background in identifying critical financial and institutional issues. The Sharon Greene & Associates team also had the strongest component to conduct outreach and a dialogue among the stakeholders on the options and identify possible consensus solutions.

## **CONSULTANT CONTRACT**

**Consultant:** Wilbur Smith Associates

**Scope:** As Imperial County continues to develop, several roadways are planned for improvements in order to support local growth and to relieve congestion on transportation facilities. In order to fund these improvements as well as operations and maintenance of the existing system additional revenues will be required. Therefore, the Imperial County Association of Governments (IVAG) is proposing to study and asses the feasibility of a transportation impact fee on new development within Imperial County.

It is the intent of this study to describe roadways that will have deficient capacity in the future due to continued growth in both local and interregional travel. For these future deficient roadways, a fair share allowance of cost will be determined to assist Imperial County in enhancing its transportation revenues, while at the same time ensuring that future development is paying for its fair share of mitigation costs associated with the traffic impacts it creates.

This study would also identify and establish the nexus between new development that is projected to occur in Imperial County and the need for improved roadway facilities for which Caltrans District 11, Imperial County, the City of Brawley, the City of Calexico, the City of Calipatria, the City of El Centro, the City of Holtville, the City of Imperial, and the City of Westmorland are the service providers. After establishing a nexus, the study would then calculate the roadway transportation impact fees to be levied for each land use in the region based upon the proportionate share of that total facility's use of the transportation system. Once the study is complete, Imperial County will utilize the final report to assist in developing the groundwork for a future transportation impact fee program.

<b>Contract Amount:</b>	<b>Total not to exceed</b>	<b>\$54,868</b>
	Wilbur Smith Associates (prime)	\$39,840
	URS Corporation (subcontractor)	\$15,028

**Contract Period:** NTP through August 8, 2007

<b>Work Element:</b>	06-015.IVGC1	\$54,868	Funding Sources: FHWA/FTA CPG Planning Grant
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	XX-XXX.XXXX	\$7,126	3 <sup>rd</sup> Party (IVAG) In-Kind Match for staff work
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**Request for Proposal:**

SCAG staff notified 455 pre-qualified firms of the release of RFP No. 07-026. The RFP was posted on SCAG's bid management system. A total of 42 firms downloaded the RFP. The following four proposals were received in response to the solicitation:

David Taussig & Associates, Inc. (1 subcontractor)	\$53,390
Katz, Okitsu & Associates (1 subcontractor)	\$54,991
Rea & Parker Associates (1 subcontractor)	\$54,997
Wilbur Smith Associates (1 subcontractor)	\$54,868

**Selection Process:**

The Proposal Review Committee (PRC) evaluated all four proposals in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. Interviews were held with three offerors.

The PRC was comprised of the following individuals:

Jacob Armstrong, Associate Transportation Planner, Caltrans Dist. 11  
Joseph Alcock, Assistant Regional Planner, SCAG  
Jurg Heuberger, Director Imperial County Planning & Dev. Services  
Rosa Lopez, Administrative Analyst, IVAG

**Basis for Selection:**

The PRC committee recommends Wilbur Smith Associates for the contract award because of the firm's unique qualifications to fulfill the requirements of this project. Wilbur Smith Associates is well-versed in both transportation planning issues in the Imperial Valley, and transportation impact fee studies. The firm is also currently engaged in corridor planning efforts for the Southern portion of Imperial County. While engaged in this process, Wilbur Smith Associates has developed strong and crucial working relationships with stakeholders throughout Imperial County. These already established working relationships are absolutely crucial in cultivating and developing stakeholder support and data for this study. In addition, Wilbur Smith Associate's previous work experience with Imperial County's transportation model is crucial experience for properly executing this study. Thus, because of Wilbur Smith Associate's strong working relationships with Imperial County stakeholders, its familiarity with Imperial Country, and the Imperial County Transportation Model, there will not be the typical "learning curve" which tends to occur at the beginning of projects such as these, as consultants work to cultivate relationships, and develop local knowledge and data. As a result, Wilbur Smith Associates will be able "hit the ground running," and be able to develop and deliver a quality final product more rapidly than the other consultants interviewed.

Also, Wilbur Smith Associate's focus on the Imperial Valley as part of the larger southwest region of California is an innovative planning approach which strongly promotes SCAG and IVAG's regional planning objectives, while at the same time being able to better position itself to more accurately reflect future growth and transportation needs within Imperial County.

## **PURCHASE ORDER**

**Vendor:** University of Southern California (USC), School of Policy, Planning and Development (SPPD)

**Scope:** The project initiates a Leadership Development and Training program for Regional Council Members and other elected officials. The primary purposes are to help our Members develop skills in thinking regionally, enhance their understanding of regional issues, and boost their leadership skills. The focus is to help develop Regional Leaders. The Consultant team will prepare and conduct customized training that includes personal leadership skill development along with content information on specific issues of regional significance.

**P.O. Amount:** Total not to exceed **\$49,985**

**Work Element:** 07-800.SCGS1 \$49,985 Funding Sources: General Fund,  
Line Item for Leadership  
Training for Elected Officials

**Request for Proposal:** SCAG staff notified 114 pre-qualified firms of the release of RFP No. 07-035. The RFP was also advertised on Lawley Publications' website, the Planning Magazine's website, and posted on SCAG's bid management system. A total of 50 firms downloaded the RFP. The following ten (10) proposals were received in response to the solicitation:

1. Amergreen, Inc.	\$47,110
2. Beacon Management Group	\$46,515
3. Champion Services Group, Inc.	\$49,900
4. Migliore Consulting	\$49,788
5. Miralto Management Consultants	\$49,924
6. PTS – Professional Training Services	\$48,514
7. Rose Institute of State & Local Government	\$49,990
8. University of Southern California	\$49,985
9. Western States Management Consulting (Disqualified)	\$102,275
10. Wilson Communications	\$48,350

**Selection Process:** The Proposal Review Committee (PRC) evaluated the nine (9) responsive proposals in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. Interviews were held with the three (3) top-rated offerors.

The PRC was comprised of the following individuals:

Hon. Harry Baldwin, RC Member

Hon. Lee Ann Garcia, RC Member

Hon. Toni Young, RC Member

Karen Tachiki, Director of Legal/Gov't & Public Affairs, SCAG

Barbara Dove, Gov't Affairs Analyst, SCAG

**Basis for Selection:**

The PRC committee recommends USC for the contract award because of their team's unique strength and creativity as well as the depth and breadth of their facilitators and trainers. Their approach of using interactive seminars designed for skill building and development of management and leadership processes that can be taken from the classes directly into practice in real time is most impressive. They also propose to use distance learning through web-based class management in connecting participants, having them share expectations, facilitating online discussion among participants, and maintaining contact after completion of the program. The USC team has extensive experience in working with leaders of today and tomorrow, including elected officials.

# MEMO

**DATE:** February 1, 2007  
**TO:** Regional Council  
**FROM:** Wayne Moore, CFO, 213-236-1804, moore@scag.ca.gov  
**SUBJECT:** FY06 COMPREHENSIVE ANNUAL FINANCIAL REPORT

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## BACKGROUND:

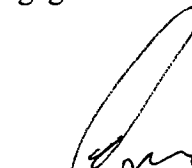
Pursuant to the Single Audit Act, SCAG is required to have an annual audit performed of its financial statements. The audit for the year ended June 30, 2006 was conducted by the firm of Vasquez and Co.

Vasquez and Co. have completed the audit and issued an unqualified opinion. Their opinion states that the financial statements present fairly the respective financial position of SCAG's governmental activities, each major fund, and the aggregate remaining fund information of SAG as of June 30, 2006, and the respective changes in financial position thereof in conformity with U.S. generally accepted accounting principles.


## FISCAL IMPACT:

Fees for the audit engagement are included in the fiscal year budget.

Reviewed by:

  
\_\_\_\_\_  
Division Manager

Reviewed by:

  
\_\_\_\_\_  
Chief Financial Officer

# REPORT

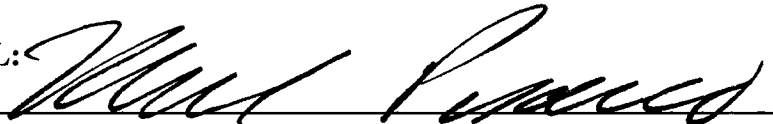
**DATE:** February 1, 2007

**TO:** Administration Committee

**FROM:** Mark Pisano, Executive Director, 213-236-1808  
[pisano@scag.ca.gov](mailto:pisano@scag.ca.gov)

**SUBJECT:** Structure of Meeting Day

**EXECUTIVE DIRECTOR'S APPROVAL:**



## RECOMMENDED ACTION:

Approve Alternative #3 listed below, and direct staff to proceed with facilitating the permanent change of having the Executive Committee and Administration Committee meet on a different day during the month than that of the Regional Council and the Policy Committees. In addition, staff recommends more use of special meetings and "meetings of the whole" when warranted.

## BACKGROUND:

During the January Regional Council meeting a report was given at the request of CEHD Chair Paul Bowlen and CEHD Vice Chair Jon Edney outlining alternative structures of the meeting day so as to enhance the efficiency and effectiveness for members of the Regional Council, Executive Committee, Administration Committee and the three Policy Committees (TCC, CEHD, and EEC). The following alternatives and issues were raised during the course of the discussion last month:

1. To maintain the existing structure whereby the Regional Council, the Executive Committee, the Administration Committee and the Policy Committees all meet on the same day, in accordance with the current By-Laws;
2. To return to the previous meeting structure whereby the Regional Council meets on a different day during the month than the Executive Committee, Administration Committee and the Policy Committees;
3. To have the Executive Committee and the Administration Committee meet on a different day during the month from that of the Regional Council and the Policy Committees;
4. To combine the Executive Committee and the Administration Committee into a single committee;
5. To schedule Special Meetings whenever agenda items may lead to considerable discussion by the Regional Council, Executive Committee, Administration Committee and/or Policy Committees;



# REPORT

6. To conduct "Meetings of the Whole" whereby meetings of the Regional Council, Executive Committee, Administration Committee and/or Policy Committees would be structured in a workshop format with no action items but would allow thorough discussion of agenda items;
7. To have the Regional Council and Policy Committees meet on alternating months;
8. To provide more flexibility in agenda notices regarding the start of meeting times (for example, an agenda may read "The Regional Council meeting to start no later than 12:15 p.m. or immediately following the conclusion of the Policy Committee meetings"); and
9. To allow more participation by videoconference. The Brown Act authorizes the conduct of meetings of legislative bodies by videoconference under specified circumstances. Videoconference has generally only been provided for the TCC meetings. As a practical matter, videoconferencing of the meetings of the other committees may also be done provided the meetings occur at different times. The By-Laws do not address participation by videoconference; however, the current Stipend Policy provides that participation of Policy Committee and Regional Council meetings by videoconference is prohibited. This requires Regional Council members be physically present at the location designated for the Regional Council meeting in order to participate in the meeting.

The Administration Committee directed that this item be brought back this month for further discussion. Attached to this report is a matrix outlining the positives and negatives of each of the alternatives listed above. Staff recommends as a permanent change to the structure of the current meeting day, that the Administration Committee approve Alternative #3, and direct staff to proceed with the necessary actions to facilitate having the Executive Committee and Administration Committee meet on a different day during the month than that of the Regional Council and the Policy Committees. This would allow the Policy Committees to start their meetings earlier, and therefore, have more time to discuss their agenda items. Staff believes that this alternative would result in more effective use of time for respective members. In addition, staff recommends that the Special Meeting or Meeting of the Whole alternatives be used when warranted, such as for items which require in-depth discussion or for study sessions or workshops relating to specific issues of interest to all members.

## FISCAL IMPACT:

The fiscal impact of approving staff's recommendation is nominal.


Reviewed by:

  
Division Manager

Reviewed by:

  
Department Director

Reviewed by:

  
Chief Financial Officer

## Options for Structure of RC and Policy Meeting Day

Options	Description	Pros	Cons	Other Factors to Consider
Option #1	Maintain Existing Structure	<ul style="list-style-type: none"> <li>Minimizes trips to SCAG since business is conducted in one day</li> <li>Efficient use of staff support resources</li> <li>Streamlined agenda process</li> </ul>	<ul style="list-style-type: none"> <li>Frequent inadequate time to discuss/ consider important items in allotted time</li> </ul>	
Option #2	Return to previous structure where RC and Policy Committee Meetings are held on two different days of the month	<ul style="list-style-type: none"> <li>Allows increased duration of all Policy Committees thereby allowing more time to discuss/ consider important issues</li> <li>If RC and Policy meetings are separated by enough time in the same month, staff reports could be considered and approved in the same month rather than be held over to the following month</li> </ul>	<ul style="list-style-type: none"> <li>Two meeting days results in increased trips to SCAG</li> <li>Potential increase of staff time to administer two meeting days</li> </ul>	<ul style="list-style-type: none"> <li>By-laws amendment required; currently By-laws mandate that RC &amp; Policy Committee meetings be held on same day</li> <li>Policy Meetings to be held: <ul style="list-style-type: none"> <li>Simultaneously</li> <li>Staggered</li> </ul> </li> </ul>
Option #3	Executive & Administration Committees meet on a different day of the month than RC and Other Policy Committees	<ul style="list-style-type: none"> <li>Affects fewer RC Members</li> <li>Allows increased duration of all Policy Committees thereby allowing more time to discuss/ consider important issues</li> <li>Executive &amp; Administrative Committee members may videoconference or call in from remote locations</li> </ul>	<ul style="list-style-type: none"> <li>Two meeting days results in increased trips to SCAG for Executive and Administrative committee members only</li> <li>Potential increase of staff time to administer two meeting days</li> </ul>	<ul style="list-style-type: none"> <li>By-laws amendment required; currently By-laws mandate that RC, Executive Committee and Administration Committee meetings be held on same day</li> <li>Agenda posting @ remote meeting location</li> <li>Roll call vote @ remote meeting location</li> <li>Requires change to current Stipend Policy as current Stipend Policy notes that elected officials cannot attend policy committee or Regional Council meetings by videoconference.</li> </ul>

### Options for Structure of RC and Policy Meeting Day

Options	Description	Pros	Cons	Other Factors to Consider
Option #4	Combine Executive Committee and Administration Committee into a single committee	<ul style="list-style-type: none"> <li>Affects fewer RC Members</li> <li>Fewer meetings</li> </ul>	<ul style="list-style-type: none"> <li>Committees currently have different purposes and areas of purview</li> <li>Quorum issues related to larger size of combined committee</li> </ul>	<ul style="list-style-type: none"> <li>By-laws amendment required; Current By-laws provide for two separate committees</li> <li>Need to determine if combined meeting will occur on same day as Regional Council or other designated day of the month</li> </ul>
Option #5	Schedule "Special" Meetings for RC, Executive, Administration or Policy Committees relating to agenda items requiring special focus	<ul style="list-style-type: none"> <li>Allow greater time for discussion of key or important issues</li> <li>Facilitate crowd control for "hot" issues, i.e. RHNA, RTP, RCP, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Increased trips to SCAG for Special Meetings</li> <li>Uncertainty of schedule for RC Members</li> </ul>	<ul style="list-style-type: none"> <li>Formal action may be taken</li> <li>24-hour advance notice of Special Meeting</li> </ul>
Option #6	Conduct "Meetings of the Whole" for RC, Executive, Administration and Policy Committees structured in a workshop format to allow thorough discussion of focus issue	<ul style="list-style-type: none"> <li>Joint Workshops/Study Sessions for focus issues of importance or of regional significance</li> </ul>	<ul style="list-style-type: none"> <li>Increased trips to SCAG for Joint Workshops/Study Sessions</li> </ul>	<ul style="list-style-type: none"> <li>No formal action may be taken</li> </ul>
Option #7	Regional Council & Policy Committees meet alternating months	<ul style="list-style-type: none"> <li>Allows increased duration of all Policy Committees thereby allowing more time to discuss/consider important issues</li> <li>Less trips to SCAG for meetings</li> </ul>	<ul style="list-style-type: none"> <li>Timeliness of issues is a major drawback</li> </ul>	<ul style="list-style-type: none"> <li>By-laws amendment required; currently By-laws mandate that RC &amp; Policy Committee meetings be held on same day</li> </ul>
Option #8	Allow more flexibility in agenda notices regarding start of meeting times	<ul style="list-style-type: none"> <li>More effective use of time - less time wasted in between meetings</li> </ul>	<ul style="list-style-type: none"> <li>Unpredictability of start of meetings</li> <li>Would require members to be present earlier than noticed meeting time</li> </ul>	<ul style="list-style-type: none"> <li>This option would probably only work for the RC meeting only—especially if all the Policy Committees end early</li> </ul>

### Options for Structure of RC and Policy Meeting Day

Options	Description	Pros	Cons	Other Factors to Consider
Option #9	Allow more participation by videoconference	<ul style="list-style-type: none"> <li>• Eliminates travel to SCAG Offices</li> <li>• Potential Increased Participation</li> </ul>	<ul style="list-style-type: none"> <li>• Potential increase of staff time to administer remote meeting participation</li> </ul>	<ul style="list-style-type: none"> <li>• Current By-laws do not address meeting participation by videoconference</li> <li>• Requires change to current Stipend Policy as current Stipend Policy notes that elected officials cannot attend policy committee or Regional Council meetings via videoconference</li> <li>• Agenda posting @ remote meeting location</li> <li>• Roll call vote @ remote meeting location</li> </ul>

# MEMO

**DATE:** February 1, 2007

**TO:** Administrative Committee  
Regional Council

**FROM:** Wayne Moore, CFO, (213) 236-1804, moore@scag.ca.gov

**SUBJECT:** Number of Proposals Received in Response to SCAG Solicitations

## BACKGROUND:

At the January 4, 2007 Regional Counsel (RC) meeting, questions were raised regarding the low number of proposals that were being received in response to Request for Proposals (RFP). Similar questions were raised in March 2006. To respond to the questions raised last year, SCAG's contracts staff surveyed firms for each RFP with a budget over \$25,000 that was released from July 2005 through March 8, 2006. We received a variety of responses, which we categorized to determine the main reason for the low proposal submittals.

In the survey conducted last year, more than one-half (56 percent) of the reasons for not submitting a proposal were because the firms lacked staff/resources or required expertise. Twelve percent felt there was insufficient time to respond to the RFP. Other reasons included the perceived lack of budget, inability to meet project schedule and inability to team up with a prime contractor.

Within the last two years, we have taken numerous steps to encourage competition in bidding for SCAG projects. As a result of our past efforts, the number of proposals received in response to solicitations during FY 2006-2007 has increased by 34 percent when compared to the FY 05-06 survey period:

### Proposals Received in Response to RFPs

Period	FY	Number of Projects	Number of Proposals Received		
			0-3	4-6	6+
July 1, 2005 – March 8, 2006	05-06	20	90%	10%	0
July 1, 2006 – December 31, 2006	06-07	34	56%	35%	9%

Our outreach efforts also have resulted in a substantial increase of the number of vendors/consultants that have entered their profile in SCAG's bid management database: During the period July 2005 through June 2006, there were a total of 1,455 vendors/consultants in SCAG's database. As of January 10, 2007, there is a total of 1,891 vendors/consultant in the database, which is an increase of 23 percent. We intend on continuing our outreach efforts by attending future conferences and vendor fairs. In April 2007, we will be manning a booth at the American Planning Association's 2007 National Planning Conference to recruit new qualified firms.

# MEMO


We will continue to monitor our performance. Also, effective immediately, we will modify the RC reports for contracts to include not only the number of firms notified of a release of a RFP, but also the number of firms that actually downloaded a RFP. We are anticipating revising our OWP budget submittal process to eliminate individual project budget information to increase competition amongst potential bidders. In the first quarter of FY 07-08, we will request an update to the vendor profiles to ensure that we have the most up-to-date information on the areas of expertise for our consultants. Lastly, we will investigate new contract practices with the intent to expand the number of opportunities to reach a greater number of consultants.

We rely heavily on outside consultants and vendors to help accomplish the overall mission and objectives of the Association, and are committed to continuously bringing new talent in our pool of potential consultants and vendors.

## **FISCAL IMPACT:**

None

Reviewed by:

  
\_\_\_\_\_  
*Chief Financial Officer*

# MEMO

**DATE:** February 1, 2007  
**TO:** Administration Committee and Regional Council  
**FROM:** Wayne Moore, Chief Financial Officer, (213) 236-1804, moore@scag.ca.gov  
**SUBJECT:** CFO Monthly Report for December 2006

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## BACKGROUND:

### Accounting:

During the month of December 2006, the Accounting division further analyzed its options with respect to various enhancements to Treasury Operations, i.e., electronic deposit and lockbox, improving investment returns, and employing anti-fraud measures. Staff priced and evaluated bank products designed to address these issues and management is reviewing the recommendations.

Use of a check signing machine for checks up to \$10,000 will commence in January 2007. We have developed, and will be implementing, the related procedural changes and internal controls. These controls have been reviewed and approved by SCAG's independent accountants, Vasquez and Co.

Our current payroll processing service, ADP, has provided us with a reduced pricing structure. We are in the process of comparing that with alternative providers. One has submitted a price sheet while another is pending.

Construction of a new Position Control system in SAP is complete. A review by management is pending.

Staff have determined that setting up encumbrances on a multi-year basis is technically feasible. Implementation work will commence shortly.

There will be a joint meeting of the Audit and Personnel Committees in February to consider GASB 45 issues. Staff will present further information on the retiree medical benefit and the actuarial cost of alternative benefit and funding level options.

# MEMO

## Budget and Grants:

During the month of December, the Budget and Grants section accomplished the following: Received Amendment #2 approval from Caltrans to the FY07 OWP; completed Amendment #3 and submitted to Caltrans for concurrence; conducted internal review with department managers and finalized the prioritized draft proposal for the FY07-08 work program and comprehensive budget.

## Contracts:

During December the Contracts Division posted 4 RFP's, executed 6 contracts, executed 8 contract amendments, and executed 1 License Agreement. Those included execution of the FlexCar contract, a Sole Source contract to Susan Desantis for the RHNA Pilot Program, and posting of a RFP for a new color printing system and a new 12th floor copier. The Contracts Division also submitted SCAG's "Uniform Report of DBE Awards or Commitments and Payments" to the FAA and to Caltrans (for FTA and FHWA funded contracts). SCAG also posted a recruitment for a Contracts/Purchasing Administrative Assistant.

## FISCAL IMPACT:

There is no fiscal impact.

Reviewed by:

  
\_\_\_\_\_  
Chief Financial Officer



**Southern California Association of Governments**  
**Total Budget vs. Actual Expenditures and Encumbrances**  
**For the Six Months Ending December 31, 2006**

Line Item Description	a Original Budget	b Approved Changes	c Pending Changes	(a+b+c) d Forecasted Budget	e Expenditures	f Encumbrances	(d-e-f) g Budget Balance	h % Budget Remaining
Salaries and Fringe Benefits	\$15,293,452	\$17,080	\$236,377	\$15,546,909	\$6,467,229	\$179,881	\$8,899,799	57%
Consultants & Professional Services	17,799,082	(166,285)	44,500	17,677,297	2,356,406	13,548,045	\$1,772,846	10%
Sub Region Consultants & Staff Projects	4,268,112	(175,000)	22,592	4,115,704	57,367	3,828,120	\$930,217	6%
Direct & Indirect Costs	5,379,519	(283,381)	\$-	\$5,096,138	1,892,451	1,232,357	\$1,971,330	39%
All Other	3,875,094	259,556	\$-	4,134,650	497,439	-	\$3,637,211	88%
<b>Total</b>	<b>\$ 46,615,259</b>	<b>\$ (348,030)</b>	<b>\$ 303,469</b>	<b>\$ 46,570,698</b>	<b>\$ 11,270,892</b>	<b>\$ 18,788,403</b>	<b>\$ 16,511,403</b>	<b>35%</b>

- 1) Encumbrances are the remaining balances of contracts or purchase orders and are used for project budgeting purposes only.
- 2) OWP Admin Amend 1 approved by Caltrans on August 15, 2006.
- 3) OWP Admin Amend 2 approved by Caltrans on December 7, 2006, awaiting FHWA approval.
- 4) General Fund budget changes due to RHNA staff and travel.

**Southern California Association of Governments**  
**General Fund Budget vs. Actual Expenditures and Encumbrances**  
**For the Six Months Ending December 31, 2006**

Line Item Description	a Original Budget	b Approved Changes	c Pending Changes	(a+b+c) d Forecasted Budget		e Expenditures	f Encumbrances	(d-e-f) g Budget Balance		h % Budget Remaining
Salaries and Fringe Benefits	\$100,000	\$ 265,000	\$ -	\$ -	\$ 365,000	\$ 216,738	\$ -	\$148,262		41%
Consultant and Professional Services	513,050	25,000	-	-	538,050	111,616	294,013	\$132,421		25%
Regional Council (RC) Support	304,800	35,000	-	-	339,800	77,592	9,820	\$252,388		74%
RC Special Projects and Sponsorships	109,800	-	-	-	109,800	21,012	73,449	\$15,339		14%
All other Budget Categories	493,953	(325,000)	-	-	168,953	10,312	10,000	\$148,641		88%
<b>Total</b>	<b>\$ 1,521,603</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,521,603</b>	<b>\$ 437,270</b>	<b>\$ 387,282</b>	<b>\$ 697,051</b>		<b>46%</b>

1) Encumbrances are the remaining balances of contracts or purchase orders and are used for project budgeting purposes only.

2) General Fund budget changes due to RHNA staff and travel.

**Budget v. Actual and Encumbrances  
Through December - 50% of Year**

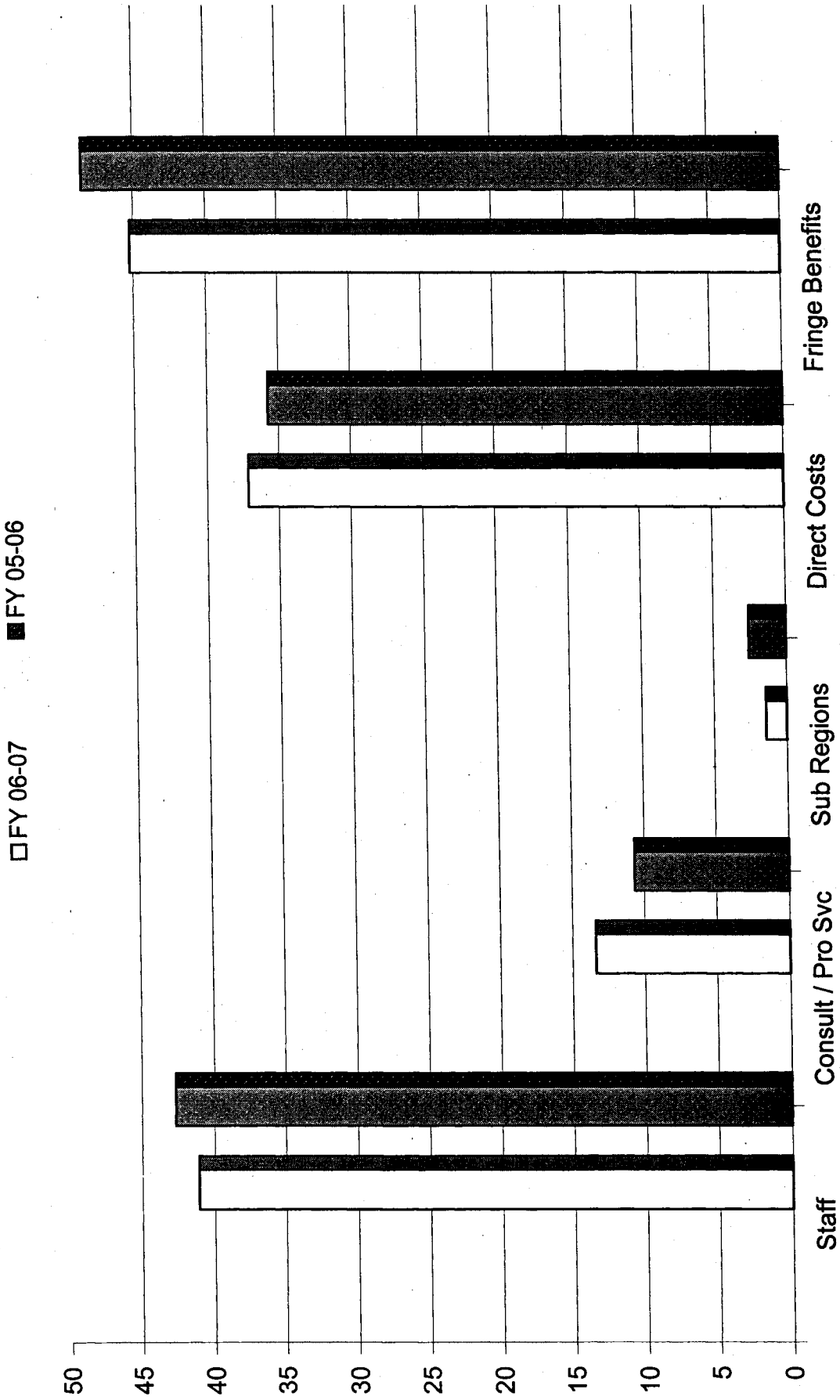
	Original Budget	Budget Changes	Revised Budget	Yr to Date Expenditures Thru Dec	Balance	Pct of Bud	Encum- brances	YTD Expenditures Plus Encumbrs	Balance	Pct of Bud
<b>Staff</b>										
Salaries	10,605,287	75,080	10,680,367	4,225,663	6,454,704	40%	-	4,225,663	6,454,704	40%
Temporary Help	395,920	(58,000)	337,920	300,219	37,701	89%	179,881	480,100	(142,180)	142%
	<b>11,001,207</b>	<b>17,080</b>	<b>11,018,287</b>	<b>4,525,882</b>	<b>6,492,405</b>	<b>41%</b>	<b>179,881</b>	<b>4,705,763</b>	<b>6,312,524</b>	<b>43%</b>
<b>Consultant / Professional Services</b>										
SCAG Consultant	17,254,082	(161,785)	17,092,297	2,267,610	14,824,687	13%	13,367,123	15,634,733	1,457,564	91%
Legal Services	535,000	-	535,000	86,796	448,204	16%	173,422	260,218	274,782	49%
Professional Services	10,000	(4,500)	5,500	2,000	3,500	36%	7,500	9,500	(4,000)	173%
	<b>17,799,082</b>	<b>(166,285)</b>	<b>17,632,797</b>	<b>2,356,406</b>	<b>15,276,391</b>	<b>13%</b>	<b>13,548,045</b>	<b>15,904,451</b>	<b>1,728,346</b>	<b>90%</b>
<b>Sub Regions</b>										
Subregional Consultant	3,021,696	(73,000)	2,948,696	23,075	2,925,621	1%	2,716,052	2,739,127	209,569	93%
Subregional Staff Projects	1,246,416	(402,000)	1,144,416	34,292	1,110,124	3%	1,112,068	1,146,360	(1,944)	100%
	<b>4,268,112</b>	<b>(175,000)</b>	<b>4,093,112</b>	<b>57,367</b>	<b>4,035,745</b>	<b>1%</b>	<b>3,828,120</b>	<b>3,885,487</b>	<b>207,625</b>	<b>95%</b>
<b>Direct Costs</b>										
Internet Access Fees	3,000	-	3,000	1,067	1,933	36%	1,963	3,030	(30)	101%
Software Support	506,363	(22,000)	484,363	60,951	423,412	13%	15,846	76,797	407,566	16%
Hardware Support	57,000	-	57,000	17,670	39,330	31%	21,411	39,081	17,919	69%
Repair - Maintenance	0	-	0	0	0	0%	-	0	0	0%
Software Purchases	30,000	-	30,000	24,459	5,541	82%	7,155	31,614	(1,614)	105%
Office Rent - Main Office	1,200,807	-	1,200,807	626,753	574,054	52%	447,591	1,074,344	126,463	89%
Office Rent - Satellite Office	56,000	-	56,000	30,507	25,493	54%	20,655	51,162	4,838	91%
Equipment Leases	511,247	-	511,247	229,633	281,614	45%	218,057	447,690	63,557	88%
Equipment Repairs	34,730	-	34,730	5,845	28,885	17%	9,012	14,857	19,873	43%
Insurance	183,985	-	183,985	178,626	5,359	97%	4,200	178,626	5,359	97%
Payroll and Bank Process Fee	34,500	-	34,500	11,677	22,823	34%	4,200	15,877	18,623	46%
Office Supplies	115,500	-	115,500	54,688	60,812	47%	57,114	111,802	3,698	97%
Office Maintenance	-	-	-	-	-	0%	-	0	0	0%
Small Office Purchase	496,095	2,700	498,795	79,237	419,558	16%	22,651	101,888	396,907	20%
Telephone Charges	90,526	-	90,526	31,341	59,185	35%	419	31,760	58,766	35%
Postage and Delivery	82,000	-	82,000	30,664	51,336	37%	39,714	70,378	11,622	86%
SCAG Memberships	97,814	-	97,814	65,104	32,710	67%	10,000	75,104	22,710	77%
Professional Memberships	10,980	-	10,980	2,811	8,169	26%	849	3,660	7,320	33%
Resource Materials and Subs	43,550	-	43,550	22,703	20,847	52%	69,640	92,343	(48,793)	212%
Depreciation - Furniture	5,000	-	5,000	5,797	(797)	116%	-	5,797	(797)	116%
Depreciation - Computer	40,000	-	40,000	22,660	17,340	57%	-	22,660	17,340	57%
Amortization Lease	0	-	0	1,148	(1,148)	0%	-	1,148	(1,148)	0%
Capital Outlay	44,000	-	44,000	-	44,000	0%	-	0	44,000	0%
Recruitment Notices	25,000	-	25,000	8,080	16,920	32%	13,260	21,340	3,660	85%
Public Notices	65,000	-	65,000	1,022	63,978	2%	-	1,022	63,978	2%
Staff Training	181,000	37,500	218,500	101,439	117,061	46%	175,772	277,211	(58,711)	127%
RC & Committee Meetings	22,000	-	22,000	6,364	15,636	29%	9,403	15,767	6,233	72%
RC Retreat	17,500	-	17,500	-	17,500	0%	-	-	17,500	0%
RC General Assembly	17,500	-	17,500	-	17,500	0%	-	-	17,500	0%

**Budget v. Actual and Encumbrances  
Through December - 50% of Year**

	Original Budget	Budget Changes	Revised Budget	Yr to Date Expenditures Thru Dec	Balance	Pct of Bud	Encum- brances	YTD Expenditures Plus Encumbrs	Balance	Pct of Bud
Other Meeting Expense	46,500	5,000	51,500	6,212	45,288	12%	2,006	8,218	43,282	16%
Miscellaneous	168,583	3,219	171,802	13,806	157,996	8%	3,880	17,686	154,116	10%
RC Meeting Stipends	130,000	-	130,000	51,965	78,035	40%	-	51,965	78,035	40%
Letter of Credit Interest	75,000	-	75,000	0	75,000	0%	-	0	75,000	0%
Caltrans Rapid Pay Fees	1,000	-	1,000	525	475	53%	-	525	475	53%
Cash Contributions to Projects	346,839	(325,000)	21,839	0	21,839	0%	-	0	21,839	0%
Printing	190,000	4,500	194,500	52,031	142,469	27%	8,310	60,341	134,159	31%
Travel	305,400	10,700	316,100	99,268	216,832	31%	-	99,268	216,832	31%
Travel - Lod > Per Diem	3,000	-	3,000	1,282	1,718	43%	-	1,282	1,718	43%
Travel - Event Registration	28,800	-	28,800	26,104	2,696	91%	-	26,104	2,696	91%
NARC BOARD EXPENSE	3,500	-	3,500	-	3,500	0%	-	-	3,500	0%
RC Special Projects	18,000	-	18,000	10,662	7,338	59%	50,000	60,662	(42,662)	337%
RC Sponsorships	91,800	-	91,800	10,350	81,450	11%	23,449	33,799	58,001	37%
	<b>5,379,519</b>	<b>(283,381)</b>	<b>5,096,138</b>	<b>1,892,451</b>	<b>3,203,687</b>	<b>37%</b>	<b>1,232,357</b>	<b>3,124,808</b>	<b>1,971,330</b>	<b>61%</b>
<b>Fringe Benefits</b>										
Vacation Accrual Reconciliatio	-	-	-	0	0	0%	-	0	0	0%
Severance Pay	-	-	-	0	0	0%	-	0	0	0%
Sick Leave Payback	-	-	-	0	0	0%	-	0	0	0%
Compensation Awards	-	-	-	0	0	0%	-	0	0	0%
Retirement - PERS	1,958,949	-	1,958,949	863,981	1,094,968	44%	-	863,981	1,094,968	44%
Retirement - PARS	58,045	-	58,045	29,605	28,440	51%	-	29,605	28,440	51%
Health Insurance	1,185,855	(260,000)	925,855	351,475	574,380	38%	-	351,475	574,380	38%
Dental Insurance	117,067	-	117,067	45,666	71,401	39%	-	45,666	71,401	39%
Vision Insurance	39,159	-	39,159	12,742	26,417	33%	-	12,742	26,417	33%
Life Insurance	95,000	-	95,000	42,310	52,690	45%	-	42,310	52,690	45%
Medical & Dental Cash Rebat	240,000	-	240,000	251,237	248,763	50%	-	251,237	248,763	50%
Medicare Tax	157,977	-	157,977	63,626	94,351	40%	-	63,626	94,351	40%
Tuition Reimbursements	5,000	-	5,000	1,000	4,000	20%	-	1,000	4,000	20%
Bus Passes	23,250	(12,500)	10,750	5,887	4,863	55%	-	5,887	4,863	55%
Carpool Reimbursements	4,120	-	4,120	1,330	2,790	32%	-	1,330	2,790	32%
Bus Passes - Taxable	54,000	-	54,000	31,391	35,109	47%	-	31,391	35,109	47%
Workers Comp Insurance	236,900	-	236,900	234,722	2,178	99%	-	234,722	2,178	99%
Misc. Employee Benefits	11,923	-	11,923	(10,359)	22,282	-87%	-	(10,359)	22,282	-87%
Unemployment Insurance	25,000	-	25,000	0	25,000	0%	-	0	25,000	0%
Deferred Comp Match	76,500	-	76,500	15,692	60,808	21%	-	15,692	60,808	21%
Benefit Administration Fees	3,500	-	3,500	1,042	2,458	30%	-	1,042	2,458	30%
	<b>4,292,245</b>	<b>-</b>	<b>4,292,245</b>	<b>1,941,347</b>	<b>2,350,898</b>	<b>45%</b>	<b>-</b>	<b>1,941,347</b>	<b>2,350,898</b>	<b>45%</b>
<b>Other</b>										
Soft Match Contributions	4,025,853	10,452	4,036,305	486,718	3,549,587	12%	-	486,718	3,549,587	12%
Exp - Local cash	165,625	5,000	170,625	10,721	159,904	6%	-	10,721	159,904	6%
Reconcile to Burden	(316,384)	244,104	(72,280)	0	(72,280)	0%	-	0	(72,280)	0%
	<b>3,875,094</b>	<b>259,556</b>	<b>4,134,650</b>	<b>497,439</b>	<b>3,637,211</b>	<b>12%</b>	<b>0</b>	<b>497,439</b>	<b>3,637,211</b>	<b>12%</b>
<b>Grand totals:</b>	<b>46,615,259</b>	<b>(348,030)</b>	<b>46,267,229</b>	<b>11,270,892</b>	<b>34,996,337</b>	<b>24%</b>	<b>18,788,403</b>	<b>30,059,295</b>	<b>16,207,934</b>	<b>65%</b>

Southern California Association of Governments  
Agency Wide Comparison

% of Budget Spent @ 50% of year



Agencywide Year over Year Comp

**Budget v. Actual and Encumbrances**  
**General Fund Only**  
**Through December - 50% of Year**

	Original Budget	Budget Changes	Revised Budget	Yr to Date Expenditures Thru Dec	Balance	Pct of Bud	Encumbrances	YTD Expenditures Plus	Balance	Pct of Bud
<b>Staff</b>										
Salaries	31,264	82,097	113,361	67,713	45,648	60%	-	67,713	45,648	60%
Fringe Burden	17,239	45,269	62,508	36,719	25,789	59%	-	36,719	25,789	59%
Indirect Burden	51,497	137,634	189,131	112,306	76,825	59%	-	112,306	76,825	59%
	<b>100,000</b>	<b>265,000</b>	<b>365,000</b>	<b>216,738</b>	<b>148,262</b>	<b>59%</b>	<b>-</b>	<b>216,738</b>	<b>148,262</b>	<b>59%</b>
<b>Consultant / Professional Services</b>										
SCAG Consultant	313,050	25,000	338,050	100,263	237,787	30%	205,365	305,628	32,422	90%
Legal Services	200,000	-	200,000	11,353	188,647	6%	88,648	100,001	99,999	50%
Professional Services	-	-	-	-	-	0%	-	-	-	0%
	<b>513,050</b>	<b>25,000</b>	<b>538,050</b>	<b>111,616</b>	<b>426,434</b>	<b>21%</b>	<b>294,013</b>	<b>405,629</b>	<b>132,421</b>	<b>75%</b>
<b>Regional Council Support</b>										
TRAINING	25,000	25,000	50,000	-	50,000	0%	-	-	50,000	0%
RC & Committee Meetings	22,000	-	22,000	6,281	15,719	29%	9,383	15,664	6,336	71%
RC Retreat	17,500	-	17,500	-	17,500	0%	-	-	17,500	0%
RC General Assembly	17,500	-	17,500	-	17,500	0%	-	-	17,500	0%
Other Meeting Expense	20,000	-	20,000	1,409	18,591	7%	41	1,450	18,550	7%
Miscellaneous	21,500	-	21,500	5,033	16,467	23%	396	5,429	16,071	25%
RC Meeting Stipends	130,000	-	130,000	51,965	78,035	40%	-	51,965	78,035	40%
Travel	40,800	10,000	50,800	10,482	40,318	21%	-	10,482	40,318	21%
Travel - Lod. > Per Diem	3,000	-	3,000	1,282	1,718	43%	-	1,282	1,718	43%
Travel - Event Registration	4,000	-	4,000	1,140	2,860	29%	-	1,140	2,860	29%
AMPO Board Expense	-	-	-	-	-	0%	-	-	-	0%
NARC BOARD EXPENSE	3,500	-	3,500	-	3,500	0%	-	-	3,500	0%
	<b>304,800</b>	<b>35,000</b>	<b>339,800</b>	<b>77,592</b>	<b>262,208</b>	<b>23%</b>	<b>9,820</b>	<b>87,412</b>	<b>252,388</b>	<b>26%</b>
<b>RC Special Projects and Sponsorships</b>										
RC Special Projects	18,000	-	18,000	10,662	7,338	59%	50,000	60,662	(42,662)	337%
RC Sponsorships	91,800	-	91,800	10,350	81,450	11%	23,449	33,799	58,001	37%
	<b>109,800</b>	<b>-</b>	<b>109,800</b>	<b>21,012</b>	<b>88,788</b>		<b>73,449</b>	<b>94,461</b>	<b>15,339</b>	
<b>All Other Budget Categories</b>										
Payroll Bank Fees	4,500	-	4,500	2,173	2,327	48%	-	2,173	2,327	48%
Office Supplies	-	-	-	-	-	0%	-	-	-	0%
SCAG Memberships	22,614	-	22,614	7,614	15,000	34%	10,000	17,614	5,000	78%
Capital Outlay	44,000	-	44,000	-	44,000	0%	-	-	44,000	0%
Recruitment Notice	-	-	-	-	-	0%	-	-	-	0%
Letter of Credit Interest	75,000	-	75,000	-	75,000	0%	-	-	75,000	0%
Caltrans Rapid Pay Fees	1,000	-	1,000	525	475	53%	-	525	475	53%
Cash Contributions to Projects	346,839	(325,000)	21,839	-	21,839	0%	-	-	21,839	0%
	<b>493,953</b>	<b>(325,000)</b>	<b>168,953</b>	<b>10,312</b>	<b>158,641</b>	<b>6%</b>	<b>10,000</b>	<b>20,312</b>	<b>148,641</b>	<b>12%</b>
<b>Grand totals:</b>	<b>1,521,603</b>	<b>-</b>	<b>1,521,603</b>	<b>437,270</b>	<b>1,084,333</b>	<b>29%</b>	<b>387,282</b>	<b>824,552</b>	<b>697,051</b>	<b>54%</b>